

~~SECRET~~General Services Office (DD/A), 1953-54Office of General Services *

The General Services Office (GSO), whose origins go back to 1951-52,¹ had only a brief existence during the 1953-56 period--from January 1953 to sometime early in 1954, when it was abolished and its functions absorbed by other offices in the DD/A group.

As of January 1953, GSO had the following principal elements, under the "Chief, General Services" (whose immediate office was located in North Building):

Printing and Reproduction Division [REDACTED]
 Records Services Division [REDACTED]
 Machine Records Branch [REDACTED]
 Records Management and Distribution Branch [REDACTED]
 Agency Mail Control (and Courier) Section [REDACTED]

Space, Maintenance, and Facilities Division [REDACTED]
 Building Maintenance and Utilities Branch [REDACTED]
 Telephone Section [REDACTED]
 Space Acquisitions and Utilization Branch [REDACTED]
 Motor Pool Branch [REDACTED]

During 1953 GSO underwent two changes, according to the Agency directory. By April 1953 a Printing Advisory Staff (GS/PAS) was added to the immediate office of the Chief, General Services. (Its advisory functions, which have not yet been identified, may have been related to the work of the [REDACTED] plant, to CIA's relations with the GPO, and/or the special reproduction functions in [REDACTED] DDP.)

¹ See "Historical Staff, "Organizational History of CIA, 1950-53" (1957), Chapter I, pp. 145, 158, 167, 177.

* Excerpt (pp. 42-43) from Historical Staff study, "Organizational 'Genealogy of the DD/A and DD/S Group, 1953-56" (July 16, 1957); for entire study, see HS folder "DD/S (1953-56)." For additional references to

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OGS functions, 1953-54, see pp. 6, 22, 31, 44.

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Date 4/3/92

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A second new section, established by late 1953 (appearing in the Jan. 1954 directory), was the Security Officer, also attached to the Chief, General Services.

Sometime between January and April 1954 GSO was abolished and its functions reassigned to other DD/A offices. While the historical documentation on this reorganization has not yet been seen, it appears (only from the directory of April 1954) that the migration was somewhat as follows. (1) The Printing and Reproduction Division (P&RD) was reassigned to the Logistics Office. (Whether the work of the Printing Advisory Staff was wholly discontinued in 1954 or added to one of LO's planning staffs is not known.)

(2) Also probably inherited by the Logistics Office was GSO's Space, Maintenance, and Facilities Division. This division and its branches actually "disappeared" entirely from the Agency directory, by April 1954, but it is more likely that the functions were actually absorbed and continued in LO's Real Estate and Construction Division.

(3) The Records Services Division was discontinued as a division and its component branches dispersed as follows. (A) The Agency Mail Control and Courier Service was transferred to LO, where it was reconstituted as a Branch of LO's Administrative Staff. (B) The Machine Records Branch was reassigned to the Comptroller and reconstituted as the Machine Records Division (MRD). (C) The Records Management Branch, along with the CIA Records Center, were also transferred to the Comptroller and made a Branch of his Management Improvement Staff (MIS). Subsequently, MIS was in turn transferred first, to O/DDA, about July 1954, and to the new Management Staff, in February 1955.

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